THE INDUSTRIAL STATISTICS ACT, 1942 (XIX OF 1942).

G. N., G. D., No. 3893/34, dated 1st March 1943 (B. G., Pt. IV-A, p. 36). S. 1 (3)

In exercise of the powers conferred by sub-section (*3*) of section 1 of the Industrial Statistics Act, 1942 (XIX of 1942), the Government of Bombay is pleased to direct that the said Act shall come into force in the State of Bombay on the 1st March 1943.

G. N., G. D., No 4190/33(a), dated 6th April 1943 (B. G., Pt. IV-A, p. 53). S. 3 (1) (a)

Amended by G. N., G. D., No. 4190/33 (a), dated 7th July 1945.

In exercise of the powers conferred by clause (*a*) of sub-section (*1*) of section 3 of the Industrial Statistics Act, 1942 (XIX of 1942), the Government of Bombay is pleased to direct that statistics shall be collected relating to any matter relating to factories in the State of Bombay.

G. N., Lab. & H. D., No. 783/48-I, dated 5th November 1951 (B. G., Pt. IV-A, p. 486). S. 3 (1) (b).

In exercise of the powers conferred by clause (*b*) of sub-section (*1*) of section 3 of the Industrial Statistics Act, 1942 (XIX of 1942), the Government of Bombay is pleased to direct that statistics shall be collected relating to the following matters, viz.—

(i) employment and unemployment,

(ii) attendance,

(iii) wages and other earnings, and

(iv) hours of work,

so far as they relate to welfare of labour and conditions of labour in factories, tramways and Ports in the State of Bombay.

G. N., G. D., No. 4190/33(b), dated 6th April 1943 (B. G., Pt. IV-A, p. 53). S. 4

Amended by G. N., G. D., No. 4190/33 (b), dated 7th July 1945.

In exercise of the powers conferred by section 4 of the Industrial Statistics Act, 1942 (XIX of 1942), the Government of Bombay is pleased to appoint the Director of Industries, Bombay, to be the statistics authority, for the purposes of the collection of statistics relating to any matter relating to factories in the State of Bombay.

G. N., D. D., No. 783/48, dated 16th September 1952 (B. G., Pt. IV-A, p. 937.) S. 4

In exercise of the powers conferred by section 4 of the Industrial Statistics Act, 1942 (XIX of 1942), and in supersession of Government Notification, Labour and Housing Department, No. 783/48-II, dated 5th November 1951, the Government of Bombay is pleased to appoint the Deputy Commissioner of Labour (Administration), Bombay, to be the statistics authority for the purposes of the collection of statistics in respect of the matters specified in clause (*b*) of sub-section (*1*) of section 3 of the said Act so far as they relate to welfare of labour and conditions of labour in the State of Bombay.

S. 12 (1) Census of Manufacturing Industries Rules, 1945.

G. N., G. D., No. 4190/33, dated 8th December 1945 (B. G., Pt. IV-A, p. 225).

Amended by G. N., G. D., No. 4190/33, dated 2nd September 1946.

Amended by G. N., G. D., No. 4190/33, dated 11th October 1946.

Amended by G. N., G. D., No. 7984, dated 14th August 1947.

Amended by G. N., E. & I. D., No. 7984/23435-G, dated 25th June 1949.

Amended by G. N., E. & I. D., No. 7984, dated 1st August 1949.

Amended by G. N., E. & I. D., No. 7984, dated 25th August 1949.

Amended by G. N., D. D., No. 108, dated 8th November 1949.

Amended by G. N., D. D., No. 108-A, dated 19th December 1949.

Amended by G. N., D. D., No. ISA. 1051-A, dated 6th August 1951.

Amended by G. N., D. D., No. ISA. 1051-A, dated 20th June 1952.

In exercise of the powers conferred by sub-section (*1*) of section 12 of the Industrial Statistics Act, 1942 (XIX of 1942), and in supersession of Government Notification in the General Department, No. 4190/33, dated the 31st March 1944, the Government of Bombay is pleased to make the following rules for carrying out the purposes of the Act so far as it relates to collection of statistics relating to some of the matters in clause (*a*) of sub-section (*1*) of section 3 of the Act, the same having been previously published as required by sub-section (*1*) of the said section 12, namely :—

CENSUS OF MANUFACTURING INDUSTRIES RULES, 1945.

1. (1) These rules may be called the Census of Manufacturing Industries Rules, 1945.

(2) They shall come into force at once.

2. In these rules, unless there is anything repugnant in the subject or context,—

(*a*) "Act" means the Industrial Statistics Act, 1942 ;

(*b*) "Company" means an incorporated company, wheresoever incorporated ;

(*c*) "Factory" means a factory as defined in clause (*m*) of section 2 of the Factories Act, 1948 ;

(*d*) "Form" means a form set forth in Schedule II appended to these rules ;

(*e*) "Manufacturing process" means manufacturing process as defined in clause (*k*) of section 2 of the Factories Act, 1948 ;

(*f*) "Occupier" means the occupier of a factory as defined in clause (*n*) of section 2 of the Factories Act, 1948 ;

(*g*) "Schedule" means a schedule appended to these rules ;

(*h*) "Section" means a section of the Act ;

(*i*) "Statistics Authority" means the Statistics Authority appointed by the Government of Bombay under section 4.

3. (1) The Statistics Authority shall before the end of December or, in the case of a factory engaged in the sugar industry, before the end of June in each year, serve, on the occupier of each factory which is engaged in an industry specified in Schedule I or which having previously been so engaged, has temporarily suspended manufac turing processes, a notice requiring him to furnish to the Statistics Authority —

(*a*) a return in duplicate in the form appropriate to the industry in which the factory is or has been engaged, relating to the next following calendar year or, in the case of a factory engaged in the sugar industry, the next following annual period commencing with the 1st July and ending with the 30th June, and

(*b*) if the factory is owned by a company, two copies each of the annual balance-sheet and profit and loss account, and of the directors' report, if any, for the period to which the return relates, if the Company's accounting yeaer coincides with this period; otherwise for the period for which the accounts of the company were last closed;

and if any factory, which was not in existence or was not engaged in any such industry in December or, in the case of sugar industry, in June, in any year, engages or is about to engage in any such industry during the next following calendar year or, in the case of sugar industry, during the next following annual period as aforesaid or, if any factory required to be served with a notice under this rule is, for any reason, not served with the notice within time, the Statistics Authority shall serve such notice on the occupier of such factory as soon as may be, and the provisions of this sub-rule shall apply as if the period to which the return related were the portion of the said calendar year or annual period, as the case may be, during which the factory is engaged in the industry.

(2) If the occupier of any factory on whom a notice has been served under sub-rule (1) (hereinafter called the first occupier), at any time during the period to which the return required to be furnished under such notice relates, ceases to be the occupier of the factory, and some other person (hereinafter called the second occupier) becomes the occupier thereof, the first occupier shall immediately on ceasing to be the occupier inform the Statistics Authority of the change of occupancy and the name and address of the second occupier and the Statistics Authority shall, as soon as may be, serve on the second occupier a notice requiring him to furnish to the Statistics Authority—

(*a*) a return in duplicate in the form appropriate to the industry in which the factory is engaged relating to that part of the said period during which the second occupier is the occupier of the 'factory, and

(*b*) if after the change of occupancy the factory is owned by a company, two copies of each of the documents which may be required to be furnished under clause (*b*) of sub-rule (1).

(3) If the occupancy of a factory changes more than once during the period to which the return required to be furnished under a notice served on the occupier thereof under-sub-rule (1) relates, the provisions of sub-rule (2) shall apply on each occasion as if the outgoing occupier were the first occupier and the incoming occupier were the second occupier.

4. (1) Any occupier of a factory on whom a notice has been served under rule 3 shall furnish the return and documents as required thereunder so as to reach the Statistics Authority not later than two months after the expiry of the period to which the return relates :

Provided that—

(*i*) any such occupier, who at any time during the period to which the return required to be furnished under the notice relates, ceases to be occupier of the factory, shall furnish a return and documents as aforesaid relating to that part of the said period during which he was the occupier of the factory so as to reach the Statistics Authority not later than two months after his ceasing to be the occupier;

(*ii*) if any factory, on the occupier of which a notice has been served under rule 3, is dismantled or otherwise ceases to be a factory at any time during the period to which the return required to be furnished under the notice relates, the occupier shall furnish a return and documents as aforesaid relating to that part of the said period during which the factory was in existence, so as to reach the Statistics Authority not later than two months after the factory ceased to exist ; and

(*iii*) in the case of a factory owned by a company whose accounting year coincides with the period to which the return relates, the documents referred to in clause (*b*) of sub-rule (1) of rule 3 may be sent, separately from the return not later than four months after the expiry of the period to which the return relates.

(2) If on representation being received from an occupier before the date on which the return and documents are required to be furnished under this rule, the Statistics Authority is satisfied that there is sufficient reason for so doing, the Statistics Authority may—

(*a*) allow an extension of time for submission of the return up to one month beyond the said date ;

(*b*) in the case of a factory owned by a company, allow, apart from the provisions of proviso (*iii*) to sub-rule (1), copies of the balance-sheet, and Profit and Loss account and of the directors' report, if any, to be submitted separately from the return by such date as he may specify.

5. The occupier of a factory shall, when required to do so by the Statistics Authority, furnish, by such time as the Statistics Authority may prescribe, any further information in explanation of the particulars entered by him in the return submitted by him under rule 4.

6. (1) The Statistics Authority shall forward with the notices referred to in sub-rules (1) and (2) of rule 3 three copies of the form in which the occupier on whom the notice is served is required to furnish a return. Two copies of the form shall be used for the purpose of submission of the return as required by rule 4, and on the third copy the occupier shall retain an exact copy of the return submitted by him.

(2) If the occupier of any factory receives with a notice served on him under rule 3 copies of a form which is not appropriate to the industry in which the factory is or has been engaged, he shall within seven days of the receipt of the said notice intimate to the Statistics Authority the industry in which in his opinion the factory is engaged, the principal products of the factory and the anticipated approximate value of each such product during the period for which the return is required; and upon the receipt of such information, whether within time or not, the Statistics Authority shall determine the industry in which the factory is engaged and if it is an industry specified in Schedule I, shall as soon as may be after the receipt of such intimation serve upon the occupier a notice requiring him to furnish a return and documents as provided for in rule 3 in relation to that industry, forwarding therewith three copies of the form appropriate to that industry, and the provisions of these rules shall apply and the occupier shall furnish a return as if the fresh notice were the original notice and had been received on the date on which the original notice was received.

(3) If any factory on the occupier of which a notice has been served under rule 3 at any time subsequent to such service becomes engaged in a different industry from that in which it was previously engaged, the occupier shall, within seven days of the factory becoming so engaged, intimate to the Statistics Authority the industry in which in his opinion the factory will thenceforth be engaged, the principal products of the factory and the anticipated approximate value of each such product during the entire period for which the return is required; and upon the receipt of such intimation, whether within time or not, the Statistic Authority shall, after making such further enquiries as he may consider necessary, determine the industry in which the factory is engaged, and if it is an industry specified in Schedule I, shall, as soon as may be, serve upon the occupier a notice requiring him to furnish a return and documents as provided for in rule 3 in relation to that industry, forwarding therewith three copies of the form appropriate to that industry, and the provisions of these rules shall apply and the occupier shall furnish a return as if the fresh notice were the original notice and had been received on the date on which the original notice was received.

7. (1) Any notice required to be served and any return required to be furnished under these rules shall be served or furnished, as the case may be, by transmission through the post under registered cover with acknowledgement due, and on the outside of any cover—

(*a*) containing a notice, the Statistics Authority shall cause to be written prominently the words "Notice under the Census of Manufacturing Industries Rules, 1945";

(*b*) containing a return or other documents required to be furnished by an occupier, the occupier shall cause to be written prominently the words "Confidential Return under the Census of Manufacturing Industries Rules, 1945".

(2) Any notice required to be served on the occupier of a factory under these rules may be served—

(*a*) when the occupier is a corporation or firm, on any director or other principal officer of the corporation or on any member of the firm or by addressing the same in the name of the corporation or firm at its registered office or the place where it carries on business in India;

(*b*) when the occupier is a person (not being a corporation or firm), on the person at the usual or the last known place of abode or business of such person; and such service shall be deemed to be good service as against the corporation, all partners of the firm or as against the person, as the case may be.

8. All information required to be furnished under these rules shall be furnished in English or in such other language as the State Government may, by general or special order, specify in this behalf.

SCHEDULE I.

List of Industries.

1. Wheat flour.
2. Rice milling.
3. Biscuit making (including bakeries and confectioneries).
4. Fruit and vegetable processing.
5. Sugar.
6. Distilleries and breweries (including power alcohol manufacturing).
7. Starch.
8. Vegetable oils—oilseed crushing, and extraction and processing of vegetable oils.
9. Paints and varnishes.
10. Soap.
11. Tanning.
12. Cement.
13. Glass and glassware.
14. Ceramics.
15. Plywood and tea chests.
16. Paper and paperboard (including strawboard).
17. Matches.
18. Cotton textiles—spinning and weaving.
19. Woollen textiles.
20. Jute textiles.
21. Chemicals including drugs and pharmaceuticals.
22. Aluminium copper and brass—all processes from ore smelting to manufacture of final products ready for use.
23. Iron and Steel—smelting (including blast furnace operations), rolling and re-rolling.
24. Bicycles.
25. Sewing machines.
26. Producer gas plants.
27. Electric lamps.
28. Electric fans.
29. General Engineering and Electrical Engineering (excluding generation and transformation of electrical energy).
30. Footwear and Leather Manufactures.
31. Rubber and rubber manufactures (including rubber-substitutes).
32. Enamelware.

SCHEDULE I—*contd.*

33. Hume pipes and other cement and concrete products (including reinforced products).
34. Asbestos and asbestos cement products.
35. Bricks, tiles, lime and surkhi manufacturing.
36. Lac.
37. Turpentine and rosin.
38. Plastics (including manufacture of gramophone records).
39. Petroleum refining.
40. Saw milling.
41. Woodware (including furniture manufacturing).
42. Tea manufacturing.
43. Tobacco products.
44. Groundnut decorticating, cashew-nut processing and dal manufacturing.
45. Printing (including lithographing) and bookbinding.
46. Webbing, narrow fabrics, embroidery and lace manufacturing.
47. Hosiery and other knitted goods.
48. Thread and thread ball making.
49. Textiles, dyeing, bleaching, finishing and processing (including mercerising finishing, calendering, glazing, proofing, etc.).
50. Clothing and tailoring.
51. Cotton ginning and pressing.
52. Rope making.
53. Silk and artificial silk.
54. Jute pressing.
55. Electricity generation and transformation.
56 Automobiles and coach-buildings.
57. Ship-building and ship-repairs (including shipyards and dockyards).
58. Railway Factories (Manufacture and Repairs).
59. Air-craft assembling, repairs and servicing.
60. Railway wagon manufacturing.
61. Textile machinery and accessories (bobbins, shuttles heals, reeds, pickers, etc.).
62. Unspecified industries.

SCHEDULE II.

*List of Forms.**

No. of Form.		Name of industry to which Form relates.
CMI-(1)	...	Wheat flour.
CMI-(2)	...	Rice milling.
CMI-(3)	...	Biscuit making (including bakeries and confectioneries).
CMI-(4)	...	Fruit and vegetable processing.
CMI-(5)	...	Sugar.
CMI-(6)	...	Distilleries and breweries (including power alcohol manufacturing).
CMI-(7)	...	Starch.
CMI-(8)	...	Vegetable oils—oilseed crushing and extraction and processing of vegetable oils.
CMI-(9)	...	Paints and Varnishes.
CMI-(10)	...	Soap.
CMI-(11)	...	Tanning.
CMI-(12)	...	Cement.
CMI-(13)	...	Glass and glassware.
CMI-(14)	...	Ceramics.
CMI-(15)	...	Plywood and tea chests.
CMI-(16)	...	Paper and paperboard (including strawboard).
CMI-(17)	...	Matches.
CMI-(18)	...	Cotton textiles—spinning and weaving.
CMI-(19)	...	Woollen textiles.
CMI-(20)	...	Jute textiles.
CMI-(21)	...	Chemicals, including drugs and pharmaceuticals.
CMI-(22)	...	Aluminium copper and brass—all processes from ore smelting, to manufacture of final products ready for use.
CMI-(23)	...	Iron and Steel—smelting (including blast furnace operations) rolling and re-rolling.
CMI-(24)	...	Bicycles.
CMI-(25)	...	Sewing machines.
CMI-(26)	...	Producer gas plants.
CMI-(27)	...	Electric lamps.
CMI-(28)	...	Electric fans.
CMI-(29)	...	General Engineering and Electrical Engineering (excluding generation and transformation of electrical energy).
CMI-(30)	...	Footwear and leather manufactures.
CMI-(31)	...	Rubber and rubber manufactures (including rubber substitutes).
CMI-(32)	...	Enamelware.

* These forms are not printed.

SCHEDULE II—*contd.*

No. of Form.		Name of industry to which Form relates.
CMI-(33)	...	Hume pipes and other cement and concrete products (including reinforced products).
CMI-(34)	...	Asbestos and asbestos cement products.
CMI-(35)	...	Bricks, tiles, lime and surkhi manufacturing.
CMI-(36)	...	Lac.
CMI-(37)	...	Turpentine and rosin.
CMI-(38)	...	Plastics (including manufacture of gramophone records).
CMI-(39)	...	Petroleum refining.
CMI-(40)	...	Saw milling.
CMI-(41)	...	Woodware (including furniture manufacturing).
CMI-(42)	...	Tea Manufacturing.
CMI-(43)	...	Tobacco products.
CMI-(44)	...	Groundnut decorticating, cashew-nut processing and dal manufacturing.
CMI-(45)	...	Printing (including lithographing) and book-binding.
CMI-(46)	...	Webbing, narrow fabrics, embroidery and lace manufacturing.
CMI-(47)	...	Hosiery and other knitted goods.
CMI-(48)	...	Thread and thread ball making.
CMI-(49)	...	Textiles, dyeing, bleaching, finishing and processing (including mercerising, finishing, calendering, glazing, proofing, etc.).
CMI-(50)	...	Clothing and tailoring.
CMI-(51)	...	Cotton ginning and pressing.
CMI-(52)	...	Rope making.
CMI-(53)	...	Silk and artificial silk.
CMI-(54)	...	Jute pressing.
CMI-(55)	...	Electricity generation and transformation.
CMI-(56)	...	Automobiles and coach-building.
CMI-(57)	...	Ship-building and ship-repairs (including shipyards and dockyards).
CMI-(58)	...	Railway Factories (Manufacture and Repairs).
CMI-(60)	...	Aircraft assembling, repairs and servicing.
CMI-(61)	...	Railway wagon manufacturing.
CMI-(62)	...	Textiles machinery and accessories (bobbins, shuttles, heals reeds, pickers, etc.).
CMI-(63)	...	Unspecified industries.

R. 8 **G. N., D. D., No. ISA. 1051-A, dated 20th October 1951 (B. G., Pt. IV-A, p. 479).**

In exercise of the powers conferred by rule 8 of the Census of Manufacturing Industries Rules, 1945, the Government of Bombay is pleased to specify Hindi (in Devnagari script), Gujarati, Kannad or Marathi as the other language in which the information required under the said Rules shall be furnished.

S. 12 (1) Bombay Industrial Statistics (Labour) Rules 1951.

G. N., Lab. & H. D., No. 783/48-III, dated 5th November 1951 (B. G., P. IV-A, p. 487).

Amended by G. N., Lab. & H. D., No. 783/48, dated 21st July 1952.

In exercise of the powers conferred by sub-section (*1*) of section 12 of the Industrial Statistics Act, 1942 (XIX of 1942), the Government of Bombay hereby makes the following rules for carrying out the purposes of the said Act in so far as such purposes relate to collection of statistics relating to some of the matters specified in clause (*b*) of sub-section (*1*) of section 3 of the Act, the same having been previously published as required by sub-section (*1*) of section 12, namely :—

1. *Short title and commencement.*—(1) These rules may be called the Bombay Industrial Statistics (Labour) Rules, 1951.

(2) They shall come into force at once.

2. *Definitions.*—In these rules, unless the context otherwise requires,—

(*a*) " Act " means the Industrial Statistics Act, 1942 (XIX of 1942) ;

(*b*) " employer " means—

(i) in the case of a factory, the manager nominated under clause (*f*) of sub-section (*1*) of section 7 of the Factories Act, 1948 (LXIII of 1948) ;

(ii) in the case of any other industrial establishment any person responsible for the supervision, control or management of the establishment ;

(*c*) " form " means a form set forth in the schedule annexed hereto ;

(*d*) " industrial establishment " means—

(*i*) a " factory " as defined in clause (*m*) of section 2 of the Factories Act, 1948 (LXIII of 1948) ;

(*ii*) a " tramway " constructed under the Indian Tramways Act, 1886 (XI of 1886), or any special Act relating to tramways ;

(*iii*) a " Port " specified in the first schedule appended to the Indian Ports Act, 1908 (XV of 1908) ;

(*e*) " Quarter " means a period comprising three months ending on the 31st March, 30th June, 30th September or 31st December ; and

(*f*) " Statistics Authority " means the officer appointed under section 4 of the Act to be the Statistics Authority for the purposes of collecting statistics in respect of the matters specified in clause (*b*) of sub-section (*1*) of section 3 of the Act.

3. *Service of Notice on the Employer by the Statistics Authority.*—(1) The Statistics Authority shall—

(*i*) within two months from the date of the commencement of these rules, or

(*ii*) if it is not possible to do so for any unavoidable reason, as soon as possible thereafter,

serve a notice on each employer requiring him to furnish to the Statistics Authority in duplicate—

(*a*) quarterly returns in the appropriate form ; and

(*b*) statements showing the details of revisions in wages and allowances and of periodic bonuses granted to the workers together with the conditions of eligibility to such bonuses as and when such revisions are made or bonuses granted :

Provided that the Statistics Authority shall, in the case of an industrial establishment which is not in existence at the time of commencement of these rules, serve the said notice on the employer as soon as may be, after

the coming into existence of the said establishment, requiring him to furnish the said returns and statements in duplicate, to the Statistics Authority by such dates as may be specified in the notice.

(2) The Statistics Authority shall forward with the notice specified in sub-rule (1) an adequate number of forms in which the returns are to be furnished.

(3) Similar notices after the first notice may be served by the Statistics Authority at such intervals as he may decide.

4. *Furnishing of Return by the employer.*—(1) Every employer on whom a notice under rule 3 has been served by the Statistics Authority shall furnish to him in duplicate—

(*a*) the quarterly returns referred to in clause (*a*) of sub-rule (1) of rule within one month after the expiry of each quarter; and

(*b*) the statements referred to in clause (*b*) of sub-rule (1) of rule 3 as and when such revisions are made or such bonuses granted:

Provided that on the representation of the employer, the Statistics Authority may, if he is satisfied that sufficient grounds exist, allow him such extension of time as he may deem fit:

Provided further that where a change takes place in the management of any industrial establishment after the service of the said notice the new employer shall be responsible for the submission of the said returns and statements.

(2) The employer shall retain with himself a true copy of each return and statement submitted under sub-rule (1).

5. *Return of notice relating to an industry with which an employer is not connected.*—If an employer connected with any industrial establishment receives with the notice served under sub-rule (1) of rule 3 forms relating to an industry with which the establishment is not connected, he shall, within seven days of the receipt of the said notice, return the forms to the Statistics Authority stating the reasons therefor and giving the names of the industry with which the establishment is connected. The Statistics Authority shall thereupon send to the employer within seven days of the receipt of such intimation, the appropriate forms for such industry together with a fresh notice, if necessary, and the employer shall thereafter furnish the returns required therein within the time limits prescribed in rule 4.

6. *Returns to be furnished in forms supplied for the purpose.*—The returns specified under rule 3 shall be furnished only in forms supplied by the Statistics Authority, but if the number of forms supplied is not sufficient the employer shall apply to the said authority for the supply of an adequate number of forms in time. If the forms applied for are not supplied by the Statistics Authority in time, the employer may make copies of the forms already supplied.

7. *Method of service of notice and furnishing of returns.*—The Statistics Authority shall serve the notice referred to in sub-rule (1) of rule 3 on the employer at his last known address by registered post or by ordinary post under certificate of posting or through a messenger under a cover entitled "Notice under the Industrial Statistics (Labour) Rules, 1951," and the employer shall furnish the returns and statements specified in sub-rule (1) of rule 4 by registered post, acknowledgment due, or through a messenger, under a cover entitled "Confidential—Return under the Industrial Statistics (Labour) Rules, 1951."

8. *Information to be furnished in English.*—All information required under rule 3 shall be furnished in English.

SCHEDULE.

Confidential. FORM A. **Factories.**

To be submitted to the Statistics Authority within one month after the close of the quarter to which the return relates.

THE INDUSTRIAL STATISTICS ACT, 1942.

THE INDUSTRIAL STATISTICS (LABOUR) RULES, 1951.

Return for the quarter ending the *19*

Name of the factory .....Industry* .....Using powers / Not using power

[Please strike out the term not applicable.]

Postal address.....District.....State.....

*Where the factory is engaged in more than one industry, please specify the various industries, and indicate the main industry taking into account the number of workers employed in each case.

PART I—*Return on Employment Attendance.*

Number of workers on rolls on the last working day of the quarter [*vide* instruction (*a*).]
- Men .....
- Women .....
- Children .....

Number of working days during the quarter [*vide* instruction (*b*)] .....

	1st Month of the quarter.	2nd Month of the quarter.	3rd Month of the quarter.
Total number of man-shifts worked [*vide* instruction (*c*)] during each month of the quarter. — Men			
Women			
Children			
Total number of man-shifts lost on account of absence [*vide* instruction (*d*)] during each month of the quarter due to. — Sickness			
Accidents			
Other causes (including statutory and other authorised leave)			
Total number of man-shifts lost through involuntary unemployment [*vide* instruction (*e*)], during each month of the quarter.....			

If there are any marked changes in employment, attendance, absenteeism etc., either in the month to month figures or as compared to the previous quarter, please account briefly for the changes.

PART II—*Return on Hours of work and Earnings.*

[The information given in this return should relate to the last month (English Calendar) of the quarter.]

Number of working days in the month.....

——	Average daily attendance during the month [*vide* instruction (*f*)].	Aggregate number of man-hours worked during the month [*vide* instruction (*g*)].	Total cash earnings during the month [*vide* instruction (*h*)].					Estimated money value of concessions in kind earned during the month [*vide* instruction (*j*)].
			Basic wages.	Dearness allowances.	Overtime payments	Other cash payments [*vide* instruction (*i*)].	Total.	
Men ..								
Women ..								
Children ..								

Normal hours of work *Rest intervals.*

1st Shift :—From .....to ..... From .....to .....

2nd Shift :—From.....to ..... From .....to .....

3rd Shift :—From.....to ..... From .....to .....

Please give references to statements regarding revisions in basic wages, allowances, etc., sent during the quarter, if any, in accordance with clause (*b*) of sub-rule (1) of rule 4.

Please furnish details regarding the scheme of dearness allowance, bonuses, etc., and if the dearness allowance is linked to the cost of living index indicate how the amount is calculated.

Please give in the space provided below a distribution of the number of workers on rolls at the end of the month according to the wage period (e.g. week, fortnight or any other period) adopted for payment in each case :

Wage period (please specify).	*No. of workers.*	Certified that the information given above is correct.
.....	.....	Signature .....
.....	.....	Name (in block letters)
		.....
.....	.....	Designation (in block letters) .....
.....	.....	.....

Instructions.

(*a*) For definition of " Worker " please see section 2(*l*) of the Factories Act, 1948. Workers below 15 years of age should be classified as children. Workers who have completed the 15th year but have not completed the 18th year, if not certified as adults should also be included under children.

(*b*) " Working days " exclude all weekly and other scheduled holidays even if some of the workers or some of the departments are required to work either full time or part of the time on such days unless a majority of the workers in the establishment are working on such days.

(*c*) Total number of man-shifts worked during the month is obtained by adding together the number of workers who worked on each shift on each day of the month.

(*d*) Total number of man-shifts lost during the month on account of absence is obtained by adding together the number of workers absent on each shift one each day during the month. Man-shifts lost by absence due to strike, lockout or employer-ordered lay-off should be excluded.

(*e*) Total number of man-shifts lost through involuntary unemployment is obtained by adding together the number of workers who in spite of being on rolls, remained unemployed for want of coal or raw-materials, breakdown of machinery, inadequacy of work, etc., on each shift on each working day of the month.

(*f*) Average daily attendance is obtained by dividing the aggregate number of attendances on all the shifts on all days during the period by the number of working days. Absences in hours need not be considered. Days on which the establishment was closed for whatever cause should not be treated as working day.

(*g*) Aggregate number of man-hours worked during the period is obtained by adding together the numbers of man-hours worked on all shifts on all working days. The number of man-hours worked on each shift is obtained by adding together the numbers of hours worked by each worker on that shift.

(*h*) Please include all cash payments, deductions under the Payment of Wages Act, 1936, and taxes payable and deducted, if any. Contributions to provident funds, pensions, etc., should not be included. The figures should relate to wages etc. earned during the month.

(*i*) This should include other cash allowances, bonuses, etc., if any, earned during the month. Annual bonuses, etc., should be excluded even if they are paid during the month.

(*j*) This should be worked out by taking into consideration the difference between the wholesale prices of the articles such as food-grains, cloth, fuel, etc., which are supplied free to workers or at concessional prices and the actual prices at which they are supplied. The details under each head may kindly be furnished separately. The value of uniforms supplied to workers while on work and the cost of amenities provided such as housing, medical aid, etc., should not, however, be included.

Confidential. Tramways (other than workshops).

FORM B.

To be submitted to the Statistics Authority within one month after the close of the quarter to which the return relates.

THE INDUSTRIAL STATISTICS ACT, 1942.

THE INDUSTRIAL STATISTICS (LABOUR) RULES, 1951.

Return for the quarter ending the.....19

Name of the establishment .....

Postal address.....District.....State .....

PART I—*Return on Employment and Attendance.*

Number of workers on rolls at the end of the quarter [*Vide* instruction (*a*)]:

- Drivers .....
- Conductors .....
- Inspectors .....
- Other staff .....

—	1st month of the quarter.	2nd month of the quarter.	3rd month of the quarter.
Total number of man-shifts worked during each month of the quarter [*vide* instruction (*b*)].			
Total number of man-shifts lost on account of absence other than on rest days [*vide* instruction (*c*)] during each month of the quarter due to—			
Sickness.			
Accidents.			
Other causes (including statutory and other authorised leave).			

Do you allow weekly holidays to workers ?

If not, what is the alternative system of rest days ?

How many workers got their full complement of rest during the quarter ?

If there is any marked increase or decrease in employment, attendance, or absenteeism, etc., either in the month to month figures or compared to the previous quarter, please briefly account for the changes.

PART II—*Return on Hours of Work and Earnings.*

[The information given in this Return should relate to the last month (English Calendar) of the quarter].

—	Average daily attendance during the month [*vide* instruction (*d*)].	Aggregate number of man-hours worked during the month [*vide* instruction (*e*)].	Total cash earnings during the month [*vide* instruction (*f*)].					Estimated money value of concessions in kind earned during the month [*vide* instruction (*h*)].
			Basic wages.	Dearness allowances.	Overtime Payments.	Other cash payments [*vide* instruction (*g*)].	Total.	
Drivers ..								
Conductors								
Inspectors ..								
Others ..								
Total ..								

Please indicate the normal daily hours of work, and the rest intervals of various classes of workers.

Please give references to statements regarding revisions in basic wages, allowances, etc., sent during the quarter, if any, in accordance with clause (*b*) of sub-rule (1) of rule 4.

Please furnish details regarding the schemes of dearness allowance, bonus, etc., and if the dearness allowance is linked with cost of living index, please indicate how the amount is calculated.

Certified that the information given above is correct.

Signature .....

Name (in block letters) .....

Designation (in block letters) .....

Instructions.

(*a*) "Workers" should include all employees excluding supervisory staff.

(*b*) Total number of man-shifts worked during the month is obtained by adding together the numbers of workers who worked on each shift on each day of the month.

(*c*) Total number of man-shifts absent during the month is obtained by adding together the numbers of workers absent on each shift on each day of the month. Man-shifts lost by absence due to strike, lockout, or employer-ordered lay-off should be excluded.

(*d*) Average daily attendance is obtained by dividing the aggregate number of attendances on all shifts on all working days during the month by the number of working days.

(*e*) Aggregate number of man-hours worked during the period is obtained by adding together the number of man-hours worked on all shift on all working days. The number of man-hours worked on each shifts is obtained by adding together the numbers of hours worked by each worker on that shift.

(*f*) Please include all cash payments, deductions, and taxes payable and deducted, if any. Contributions to provident funds, pensions, etc., should not be included. The figures should relate to wages, etc., earned during the month.

(*g*) This should include other cash allowances, bonuses, etc., if any, earned during the month. Annual bonuses, etc., should be excluded even if they are paid during the month.

(*h*) This should be worked out by taking into consideration the difference between the wholesale prices of the articles such as foodgrains, cloth, fuel, etc., which are supplied to the workers free or at concessional prices and the actual prices at which they are supplied. The details under each head may kindly be furnished separately. The value of Uniforms supplied to workers while on work and the cost of amenities provided such as housing, medical aid, etc., should not, however, be included.

Confidential. **Port Labour.**

FORM C.

To be submitted to the Statistics Authority within one month after the close of the quarter to which the Return relates.

THE INDUSTRIAL STATISTICS ACT, 1942.

THE INDUSTRIAL STATISTICS (LABOUR) RULES, 1951.

Return for the quarter ending the ....., *19* .

Name of Port .....State .....

Name of employer .....Address .....

PART I—*Return on Employment and Attendance.*

Number of workers on rolls at the end of the quarter [*vide* instruction (*a*)]—	Men.	Women.	Total.
Covered by the Factories Act			
Covered by the Indian Railways Act			
Others			

—	1st Month of the quarter.	2nd Month of the quarter.	3rd Month of the quarter.
Total number of man-shifts worked [*vide* instruction (*b*)] during each month of the quarter.	Men		
	Women		
Total number of man-shifts lost on account of absence other than on rest days [*vide* instruction (*c*)] during each month of the quarter due to.	Sickness		
	Accidents		
	Other causes (including statutory and other authorised leave).		

Are the workers allowed weekly rest ? .....

If not, what is the system of rest days ? .....

How many workers get their full compliment of weekly rest during the quarter .....

If there is any marked increase or decrease in employment, attendance, absenteeism, etc., either in the month to month figures or as compared to the previous quarter, please account for it .....

PART II—*Return on Hours of Work and Earnings.*

[The information given in this Return should relate to the last month (English Calendar) of the quarter].

—	Average daily attendance during the month [*vide* instruction (*d*)].	Aggregate number of man-hours worked during the month [*vide* instruction (*e*)].	Total cash earnings during the month [*vide* instruction (*f*)]. Basic wages.	Dearness allowances.	Overtime payments.	Other cash payments [*Vide* instruction (*g*).]	Total	Estimated money value of concession in kind earned during the month [*vide* instruction(*h*).]
Skilled ..	Men ..							
	Women							
Semi-skilled	Men ..							
	Women .							
Unskilled ..	Men ..							
	Women .							

Please indicate the normal daily hours of work and the rest intervals.

Please give references to statements regarding revisions in basic wages, allowances, etc., sent during the quarter, if any, in accordance with clause (*b*) of sub-rule (1) of rule 4.

Please furnish details regarding the schemes of dearness allowance, bonuses, etc., and if the dearness allowance is linked with the cost of living index, indicate how the amount is calculated.

Certified that the information given above is correct.

Signature .....

Name (in Block letters).....

Designation (in Block letters) .....

Instructions.

(*a*) "Workers" should include all employees working in the premises of the Port excluding supervisory staff.

(*b*) Total number of man-shifts worked during the month is obtained by adding together the numbers of man-shifts worked on each shift on each day of the month.

(*c*) Total number of man-shifts absent during the month is obtained by adding together the number of workers absent on each shift on each day of the month. Man-shifts lost by absence due to strike, lock out, or employer-ordered lay-off should be excluded.

(*d*) Average daily attendance is obtained by dividing the aggregate number of attendances on all shifts on all working days during the month by the number of working days.

(*e*) Aggregate number of man-hours worked during the period is obtained by adding together the number of man-hours worked on all shifts on all working days. The number of man-hours worked on each shift is obtained by adding together the numbers of hours worked by each worker on that shift.

(*f*) Please include all cash payments, deductions and taxes payable and deducted, if any. Contributions to provident funds, pensions, etc., should not be included. The figures should relate to wages, etc., earned during the month.

(*g*) This should include other cash allowances, bonuses, etc., if any, earned during the month. Annual bonuses, etc., should be excluded even if they are paid during the month.

(*h*) This should be worked out by taking into consideration the difference between the wholesale prices of the articles such as cloth, fuel, etc., which are supplied to workers free or at concessional prices and the actual prices at which they are supplied. The details under each head may kindly be furnished sparately. The value of uniforms supplied to workers while on work, and the cost of amenities provided such as housing, medical aid, etc., should not, however, be included.